



**JUSTICE AND PUBLIC SAFETY
CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:
505 KAR 1:110
3-JTS-3A-08, 28, 29, 31; 3C-01; 3E-01, 02
3- JCRF-3A-02, 05; 4C-17
1-JDTP-3E- 01, 02
1-JBC-3A-15, 16, 18, 19; 3C-01
4-JCF-2A- 09, 29; 3C-01, 02
2-CO-3A-01

CHAPTER: Program Services	AUTHORITY: KRS 15A.0652
SUBJECT: Behavior Management	
POLICY NUMBER: 318	
TOTAL PAGES: 4	
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APPROVAL: Bob D. Hayter	, COMMISSIONER

I. POLICY

Staff shall utilize behavior management methods and techniques to promote an environment that supports treatment and teaches new skills to youth. Staff shall respond to youth behavior in a controlled, well-disciplined, and safe manner.

II. APPLICABILITY

This policy shall apply to each Department of Juvenile Justice (DJJ) operated and contracted day treatment program, group home, and youth development center (YDC).

III. DEFINITIONS

Refer to Chapter 300.

IV. PROCEDURES

A. Staff shall model appropriate behavior.

1. Staff shall model appropriate social skills by demonstrating courteous, professional, and respectful behaviors when interacting with other staff, the public, or youth.
2. Staff shall present themselves as a role model for youth according to the DJJ Employee Code of Ethics and Employee Code of Conduct. Examples of this role modeling may include:
 - a. Establishing positive and respectful relationships;
 - b. Engaging youth in addressing treatment plan goals and tasks;
 - c. Using positive and affirming language in communicating with youth and staff; and
 - d. Exhibiting appropriate hygiene practices.

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- B. Staff shall discourage and deter inappropriate behavior by youth.
 - 1. Staff shall be observant of circumstances which may trigger inappropriate behavior from a youth, examples include:
 - a. Body language;
 - b. Seating arrangement;
 - c. Tone of voice;
 - d. Embarrassing situations; and
 - e. Bad news received from home or other sources.
 - 2. Staff shall use these observations to anticipate possible reactions and plan accordingly, examples include:
 - a. Separating youth that do not get along; and
 - b. Giving extra attention to a youth who has received bad news.
 - 3. Staff shall maintain a preapproved structured schedule to keep youth occupied with constructive, organized activities.
- C. Staff shall reinforce positive behavior by youth.
 - 1. Staff shall have developmentally appropriate expectations for youth and offer praise when youth take positive steps to meet those expectations.
 - 2. Staff may allow preapproved rewards for appropriate behaviors as determined by the Superintendent or designee.
- D. Staff shall utilize least restrictive behavior management techniques that will safely manage the behavior of youth. The following are examples of possible techniques beginning with least restrictive:
 - 1. Planned “ignoring” of a problem behavior, which can be “ignored”, as determined by the Individual Treatment Plan (ITP) such as non-aggressive or non-destructive behavior;
 - 2. Gesturing which can be non-verbal signaling to call attention to inappropriate behavior;
 - 3. Use of proximity as a purposeful movement toward a youth to call attention to the inappropriate behavior;
 - 4. Use of redirection by verbally calling a youth’s attention to an inappropriate behavior to allow the youth to adjust the behavior before receiving a consequence; and
 - 5. Use of time out as a brief cooling off period.
- E. Staff shall utilize agency approved and trained methods to introduce and teach youth the following skills:
 - 1. Staff shall provide opportunities for youth to learn and utilize positive decision-making skills. These skills may be utilized by youth to accomplish treatment goals;
 - 2. Youth shall be encouraged to utilize conflict management skills; and

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3. Youth shall be encouraged to practice and utilize anger management skills for everyday problem solving.
- F. Staff shall utilize approved and trained methods for the management of aggressive youth.
 1. Staff shall utilize de-escalation techniques in an attempt to diffuse situations that occur, related to the management of aggressive youth. If any of the above skills are not applicable or successful, staff may utilize restraint techniques per DJJ policy.
 2. Once a youth regains control of their behavior, it shall be the staff's responsibility to assist the youth in the reintegration into the treatment environment and to identify follow-up services needed.
- G. Each YDC treatment team shall develop an Individual Program Plan for youth with assaultive behavior, chronic program disruption, or who present a danger to themselves.
 1. The Individual Program Plan shall be written in accordance with DJJ policy regarding youth rights and shall include the following:
 - a. Specific timeframes and goals for completion;
 - b. The reason the youth is being placed on the plan; and
 - c. A detailed description of the behaviors and expectations that the youth will have to achieve.
 - d. The Individual Program Plan shall be signed by the Treatment Director and forwarded to the Superintendent for approval prior to implementation.
 2. The Superintendent or shift supervisor may order immediate separation of these individuals from the general population to allow for individualized attention. The Treatment Director shall be consulted immediately.
 3. Separation from the general population beyond twenty -four (24) hours shall require approval by the Superintendent and the Treatment Director. The Chief of Mental Health Services and Regional Psychologist shall be consulted.
 4. This action shall be reviewed by the treatment team within seventy-two (72) hours.
 5. Youth shall be returned to their original status once the behavioral expectations of the plan are met.
- H. A youth requiring protection from others shall be separated from the general population until alternative permanent housing is found within the facility or the youth is transferred to another facility.
 1. The YDC treatment team may develop a Special Management Plan (SMP) to assure the safety and continuous services and programming for the youth.

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2. Separation from the general population beyond twenty-four (24) hours shall require approval by the Superintendent and Treatment Director. The Chief of Mental Health Services and Regional Psychologist shall be consulted.
3. This action shall be reviewed by the treatment team within seventy-two (72) hours.
- I. No individual youth or group of youth shall be given control or authority over other youth. Higher level youth are encouraged to model appropriate behaviors and coach peers through the treatment process.

V. MONITORING MECHANISM

Behavior management techniques shall be monitored by:

- A. The Superintendent;
- B. The facility based Qualified Mental Health Professional (QMHP) or Regional Psychologist;
- C. The Facilities Regional Administrator (FRA) or Regional Director;
- D. The Quality Assurance (QA) Branch during the annual monitoring; and
- E. The Education Branch.